

WAYNE STATE UNIVERSITY

MEMORANDUM

SUBJECT: Absence

FROM: Prof. Hartford Smith, Director, Community Services EXT.  
TO: Drs. Robert Hubbard and Allen Hyman, College of Lifelong Learning  
DATE: April 13, 1977

As dictated by Prof. Hartford Smith, Friday, April 8, 1977:

Because of medical appointments and other matters previously discussed, I will not be in during the week of April 11th, except for emergency situations. The Assistant Director, Ms. Elza Adderley, has been fully informed and I will be in constant contact with her. I will also be checking on the Northwest Activities Center Program developments and will have Ms. Adderley report accordingly.

HS/cw

Wayne State University

Memorandum

RECEIVED  
APR 27 1987

To: **Dean Leon W. Chestang**  
**School of Social Work**  
**Wayne State University**  
**Room 112 Cohn Building**

From: **Professor Hartford Smith, Jr.** Ext. **7-4434**

Subject: **Appointment to Minority Recruitment Committee**

Date: **April 27, 1987**

Office of the Dean  
WSU School of Social Work

This is to confirm my acceptance to serve on the above Committee.  
Please provide me with all materials re the charge of the Committee.

Hartford Smith, Jr.  
Hartford Smith, Jr.

Wayne State University

Memorandum

To: Joseph P. Hourihan, Associate Dean  
School of Social Work  
Wayne State University

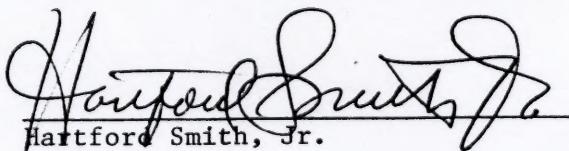
From: Hartford Smith, Jr.

Subject: Fall, 1987 Schedule of Classes

Date: February 2, 1987

I had previous discussion with Professor Welsh re my interest in teaching more courses (especially in the Social Welfare Organization and Policy area) in the undergraduate curriculum. I do not wish to continue to teach S.W. 827 under its present structure. I am more interested in teaching general Social Work Management and Supervision as I did under the old S.W. 840. I am also interested in teaching aspects of Child Welfare which deal with the problems of children of minority families in urban America from a community systems, service organization and human behavior perspective. I am especially interested in teaching upper level Social Welfare Organization and Policy courses as well and would welcome additional teaching assignments in that area.

Professor Welsh indicated to me that you would be finalizing your plans this weekend. I tried reaching you on Friday, January 30, 1987, at about 4:30 P.M., later that evening, and a couple of times on Saturday to verbally provide you with the reasons for this request at this time. She also indicated that I should also discuss this matter further with Professors Davis and Raider. I will be talking with each this week. In the meantime, I hope this can be incorporated into your final plans and assignments.



Hartford Smith, Jr.

Hartford Smith, Jr.

S C H O O L O F S O C I A L W O R K

WAYNE STATE UNIVERSITY

DETROIT, MICHIGAN

48202

MEMORANDUM

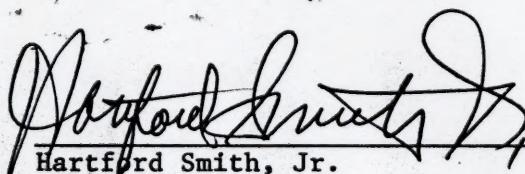
Subject: Addendum to Vitae

From : Professor Hartford Smith, Jr.

To : Leon W. Chestang, Ph.D., Dean

Date : October 4, 1985

Page 3 of my current Vitae has been reviewed and corrected by me. Please substitute this corrected page 3 and place in my file.

  
Hartford Smith, Jr.

Encls.

SERVICE ON UNIVERSITY COMMITTEES

Wayne State University

College of Lifelong Learning Representative to University Council,  
1975-1976

University Policy Committee, 1976

PAPERS PRESENTED

Presentation of Research Findings on Local Crime and Impact of Media Reporting Entitled, "Community Perspective on Crime and Delinquency", Detroit Focus Hope, Conference on impact of media on children and youth, 1978.

Extensive appearances on television and collaboration with Channel 4 on production of a four-part news report on Youth Crime Needed Legislative Reforms, 1977-1978.

PUBLICATIONS

18-part news essay on urban problems entitled, "Seeds of Discontent", The Southend Student Newspaper of Wayne State University, 1968.

A series of news essays on crime in urban Detroit entitled, "Citizens Perspective (white paper) on Crime and Delinquency", The Southend Student Newspaper of Wayne State University, Michigan Chronicle, Detroit, and related articles in the Detroit News, Oakland Press and State Catholic Newspaper, 1977.

"Community Action Approach to Basic Alcoholism and Addiction Studies", A Handbook for Civic Leaders and Neighborhood Organizations, for the National Council on Alcoholism's NARCO Program in Detroit, Michigan, September, 1984.

Developed and wrote Conceptual Framework and Rationale for the Development of Fair, Workable Juvenile Justice Placement Procedures, for the Michigan Parole and Review Board and the Governor, State of Michigan, 1971.

## SCHOOL OF SOCIAL WORK

WAYNE STATE UNIVERSITY

DETROIT, MICHIGAN 48202

November 6, 1985

Date

REQUEST FOR PROMOTION AND/OR TENURE FOR Hartford Smith, Jr.Concentration or Scholarly Interest Administration, Social Policy and Action,  
Child WelfarePresent rank Assistant ProfessorRank requested Associate, Full ProfessorRequest for Tenure: \_\_\_\_\_ Request for Promotion: X

## I. INFORMATION FROM OFFICE OF THE DEAN

History of WSU experience:

Appointment and Promotion

	Date	Rank
Initial appointment	<u>December 1, 1967</u>	<u>Assistant Professor</u>
First promotion	<u>April, 1969</u>	<u>Academic Director</u>
Second promotion	_____	_____
Tenure awarded	<u>June, 1972</u>	_____
Total years at WSU	<u>18</u>	<u>(as of) December 1985</u> <u>(month) (year)</u>

Total years of professional experience prior to WSU appointment: 7 years.Total years of academic experience prior to WSU appointment: 0 years.

## II. INFORMATION FROM CANDIDATE

### A. CANDIDATE'S BIRTH AND EDUCATION

1. Date of Birth: July 2, 1937

2. University Education:

Institution	Degree	Date
Wayne State University	A.B. Political Science	June, 1960
Wayne State University	90 hours of Law	9/60 to 9/63
Wayne State University	M.S.W.	June, 1965
Dissertation Title: "Social Work, Social Policy and Politics"		

### B. CANDIDATE'S PREVIOUS EXPERIENCE

1. College Teaching, Professional Experience, including Military Service (prior to WSU appointment):

Position	Date	Institution
Group Worker	From 6/60 To 9/63	Wayne County Juvenile Court
Supervisor	From 7/65 To 9/68	Dept. of Soc. Services State of Michigan, Youth Div.
	From _____ To _____	
	From _____ To _____	

2. Other Teaching and Professional Experience (during WSU appointment-institutes, workshops, extension, summer, exchange, visiting professorships):

From _____ To _____



## WAYNE STATE UNIVERSITY

DETROIT, MICHIGAN 48202

November 1, 1985

Leon W. Chestang, Ph.D., Dean  
School of Social Work  
Wayne State University  
Detroit, Michigan 48202

Dear Dean Chestang:

I am replying to your request and Professor Hartford Smith's request for reference to be used by the Tenure and Promotion Committee, Graduate School of Social Work, Wayne State University. This is a pleasure since I taught Professor Hartford Smith in September, 1963; and he has remained in contact with me and my late husband, Dr. Harold J. Harrison, Associate Superintendent of Schools, Detroit Public Schools. We respected him as brilliant, mature and responsible in all areas of professional competency, interpersonal relationships and community development.

As I have worked with the above named Committee in drafting of the School's Criteria for Classification, I am aware of the requirements for tenure and promotion in the School of Social Work. However, I know that Professor Smith has individually raised over two million in grants for the University and for the School of Social Work. I know also that past performance seems not to be considered in November of 1985 (nor in 1984, 1983 and 1982).

In 1985, in Social Work 705 (Social Work Core Methods, first year second semester) Professor Smith presented to the class that was team-taught by Professor Krasner and myself. His presentation and the discussion that followed, was purposefully planned on the topic as determined by the core methods teachers in the syllabus. He presented his analysis of research findings; and documented from the literature and with examples from his own professional experiences. The graduate students were involved and responded most positively to issues and their concerns. In the class evaluation, this session was listed as the one in which most teaching and learning interaction and transactions occurred.

C  
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P  
Y

Professor Smith is an intelligent and skillful teacher of methods classes. He is objective and planfully purposive in his approach. He is knowledgeable and experienced; and uses sustaining and confronting techniques skillfully in his approach to community and administrative problem-solving. He knows legal aspects and his students profit from his information, knowledge and skillful experience. He is sought by community organizations as a consultant.

I am pleased to give reference for him.

Respectfully yours,

(Mrs. Harold J.)      Edna S. Harrison, ACSW, CSW  
Associate Professor

C  
O  
P  
Y

Addendum to Vitae  
1987

Hartford Smith, Jr.

COMMITTEES (Summer & Fall Terms, 1987)

Served on Minority Recruitment and Retention Committee established by the School of Social Work to assist in developing programs, recommendations and action plans to meet University mandated goals and objectives.

Worked on a special committee developed jointly by the School of Social Work and the College of Education to develop Educational programs and Research activities within the Detroit Public Schools System. Ultimate goal is to develop an urban pedagogy that may impact more significantly on the problem of high school drop-outs.

Coordinated proposal development activities of a faculty and student committee established to work with the "I Have a Dream Foundation". Secured funding to allow participation of 10 undergraduate and graduate minority students in Directed Study classes and projects designed to enhance their understanding of problems involved in increasing academic achievement levels of 78 middle school students in the Detroit Public Schools System who have been designated to receive scholarship assistance from the Foundation upon completion of high school. Proposal may lead to development of stipends, fellowships, and innovative research opportunities in the field of urban educational systems and related support services.

**RECEIVED**  
FEB 5 1988

Office of the Dean  
WSU School of Social Work

*HODENOW* 1987

*ROSH*

2/4/88

3:30 p.m.

## COMMITTEES (Summer & Fall terms 1987)

Summer & Fall terms 1987:

- 1 Served on Minority Recruitment and Retention Committee established by the School of Social Work to assist in developing programs, recommendations and action plans to meet university mandated goals & objectives.
- 2 Worked ~~with~~ <sup>a Special</sup> a Special Committee developed jointly ~~with~~ <sup>by</sup> the School of Social Work and the College of Education to develop <sup>Educational</sup> programs & Research activities within the Detroit Public School System. Ultimate goal is to develop an urban pedagogy that may impact <sup>more</sup> significantly on the problem of High School Duff-out
- 3 Coordinated proposal development activities of a faculty ~~and~~ and student Committee established to work with "The I Have a Dream Foundation" to secure funding to ~~support~~ allow participation of 10 undergraduate & Graduate Minority Students in Directed Study ~~Studies~~ <sup>Topics</sup> projects designed to

~~will~~ enhance their understanding of the problems involved in increasing academic achievement levels of ~~the~~ educational achievement levels

of ~~the~~ 78 middle school students in the Detroit Public School System <sup>who</sup> ~~are~~ from ~~the~~ designated to receive scholarship assistance from the foundation upon completion of High School. Proposal may lead to development of ~~the~~ stipends, & fellowships, and innovative research opportunities in the field of urban educational systems & related support services.

For Immediate Release

April 16, 1969

The appointment by the Board of Governors of Hartford Smith, Jr., Assistant Professor of Social Work at Wayne State University, as Director of Community Extension Centers was announced today by Dean Hamilton Stillwell.

Dean Stillwell in commenting on Professor Smith's appointment said: "The establishment of Community Extension Centers in Detroit is of vital concern to the faculty, students and administration of the University. Through these outlets the University can bring its resources to the community and the community can in turn establish a dialogue with the University. Professor Smith's educational background and experience in the city uniquely qualify him for this new assignment."

A native of Fayette, Alabama, Mr. Smith received his B. A. from Wayne in Political Science and his M. A. from Wayne in Social Group Work. He has been a member of the School of Social Work faculty since 1966, full-time for the past two years. His previous employment includes positions with the Wayne County Youth Home, the Jewish Community Center and the Michigan Department of Social Services.

With David Lewis, he produced the award-winning radio series "Seeds of Discontent." Analyzing urban problems through interviews and discussion, the series was first broadcast on WDET and then through National Educational Radio was carried by 83 stations in 28 states.

With his wife and two children, Mr. Smith resides at 18098 Roselawn in Detroit.

The position of Director of Community Extension Centers was formerly held by Conrad Mallett, now secretary-director of the Detroit Housing Commission.

City of Detroit  
EXECUTIVE OFFICE

ROMAN S. GRIBBS  
*Mayor*

December 21, 1971

Mr. Hartford Smith  
3485 Cambridge  
Detroit, Michigan 48221

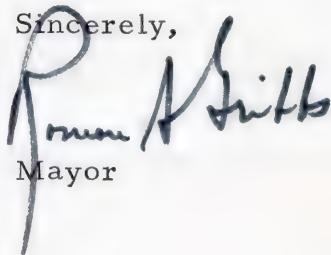
Dear Mr. Smith:

It gives me great pleasure to appoint you to the Detroit Youth Board for a one-year term. This appointment is effective January 1, 1972, and terminates December 31, 1972.

I look forward to working with you and the other members of the Detroit Youth Board and feel sure the contributions you will make will be of great value to the youth specifically and the City of Detroit in general.

With best wishes and personal regards.

Sincerely,

  
Roman S. Gribbs  
Mayor

RSG:ds

cc: George Edwards, City Clerk  
James Hudson, Jr.



**CITY OF DETROIT**

ROMAN S. GRIBBS, Mayor

DETROIT YOUTH BOARD  
2510 BRODERICK TOWER BUILDING, 10 WITHERELL STREET, DETROIT, MICHIGAN 48226  
(313) 224-3478

November 27, 1972

Dear Youth Council Member:

As Executive Director and Chairman of the Board of the Detroit Youth Board, we would like to welcome you to the Detroit Youth Council of the Detroit Youth Board, and tell you a little bit about our structure and activities.

As a City Agency charged with youth concerns, we are organizers: sometimes we organize information (as in a directory, a resource book, a proposal), sometimes we organize people (as in our Health Committee, our attempts to improve youth employment programs, the Youth Councils themselves), sometimes we organize programs (as in the Campership projects where we got State funds to send 3500 children to camp). We organize numerous committees, publish booklets and information manuals, develop programs to serve youth from legislation to implementation. We have six staff members concerned with such things as child abuse prevention, camperships, and career programs. So if someone asks you, "What does the Youth Board do?" you can mention our projects, our booklets, and our activities. We are not, however, the Detroit Public Schools, nor are we Parks and Recreation, both of these are the major service agencies for youth programs and activities. We do our best to work with these agencies and help them develop programs that meet youth needs.

We need your help in providing information about needs and programs. Our office, on Grand Circus Park just east of Woodward Avenue, is open 8 A.M. to 5 P.M., Monday through Friday. We welcome your visiting us any day to talk with some of the staff and see some of our publications and activities.

As a Board of Directors, we are charged with setting priorities for concerns of the staff in their daily activities. We hold meetings once a month, (the first Tuesday), at 4 P.M. These are public meetings and citizens are always welcome.

WE WOULD LIKE TO INVITE YOU TO  
ATTEND OUR NEXT MEETING,  
TUESDAY, DECEMBER 5, 1972, FROM 4-6 P.M.

Bus tickets for transportation will be available, and we will guarantee automobile transportation home for youth members who request it.

Youth Council Member

Page 2

November 27, 1972

This meeting should be especially interesting to you because after the regular business meeting (correspondence, key concerns of staff and Board members), we will have some resource persons on a panel discussing key issues affecting youth. This is the first of our Board meetings focusing on priority concerns of Detroit Youth Board.

Four of the twelve Board of Director members are elected from the Youth Council. Since an election will be held in January, we hope the Youth Council representatives can be nominated in December so that they will be eligible for Board officer positions in January.

The Youth Council will be writing to you separately--we hope the Agency, the Board, and the Council will be working closely together to develop regional activities.

Please return the enclosed, stamped card letting us know if you will be able to attend this meeting. We look forward to meeting you NEXT TUESDAY, DECEMBER 5, 1972.

Sincerely yours,

*Hartford Smith, Jr.*  
Hartford Smith, Jr.  
Chairman DYB

*Harriet Saperstein*  
Harriet Saperstein,  
Executive Director

WAYNE STATE UNIVERSITY

MEMORANDUM

SUBJECT: Recommendation of Continuing Tenure - Professor Hartford Smith

FROM: Ben W. Jordan, Dean, Division of Urban Extension

TO: Dr. Henry V. Bohm, Provost

DATE: May 25, 1972

*Ben W. Jordan*  
EXT.

I am pleased to recommend the award of Continuing Tenure, Academic Staff, to Mr. Hartford Smith, Director, Extension, in the Division of Urban Extension effective July 1, 1972

This action is with regard to the communications to Vice President Cambel and Dean Roellig (dated December 9, 1971, and April 6, 1972).

Mr. Smith joined the Division on April 15, 1969, as Director of Extension and Assistant Professor, Social Work. He has maintained his faculty status with the School of Social Work. During this period of time he has performed exceptionally well, has developed and enlarged upon his expertise and reputation as an effective "Community Development" agent and in youth services. As particular attestation to the latter is his recently completed services to the Office of Youth Services, State of Michigan.

Attached is a recommendation of the Personnel Committee of this Division with which I concur. Also attached is a resume of his background and professional achievements.

He has been and is directly responsible to me in his assignment. He achieves his responsibilities with diligence and a strong expression of professionalism. He has worked well with students, faculty, department chairmen and deans within the University.

His experience and his performance combine to prompt my recommendation that he be awarded the benefits of Continuing Tenure as provided under the statutes for Academic Staff of the University.

t

CC Dr. William M. Borgman  
Dr. Sidney Dillick  
Professor Hartford Smith

## JOB DESCRIPTION

### Director of Community Services, College of Lifelong Learning

In general, the main role and function of the Director of Community Services is to help to keep the College of Lifelong Learning Programs sensitive to the community service needs of Metropolitan Detroit and Southeastern Michigan through collaboration and consultation with all units having program responsibility within the College of Lifelong Learning, and by working closely with the public and private sector to assess continuing educational needs of agency staff and clientele primarily involved in community service projects and community problem solving.

Administratively, this officer shall report directly to the Dean of the College of Lifelong Learning and perform the following specific duties:

1. Make ongoing reports and recommendations to the Dean regarding the quantity, quality and overall effectiveness of community service programs and project operations in C.L.L.
2. Assist the Dean, Administrative Staff and Faculty of C.L.L. in the identification and procurement of funding and resources for the development and maintenance of effective community service programs within C.L.L.
3. Provide major assistance to the Dean's office in the coordination and evaluation of community service programs and projects conducted throughout the C.L.L.
4. Assist the Dean, Staff and Faculty of C.L.L. to design and develop appropriate experimental, demonstration, as well as ongoing community service projects and programs within the C.L.L.
5. Acts as a liaison from C.L.L. to consult, collaborate and cooperate with existing university divisions, departments and colleges, regarding community service programs and projects and to perform a similar function with other colleges, universities, and institutions to promote greater multi-institutional cooperation in the community service area.
6. Collaborate with the Dean of C.L.L. or designated staff on designing innovative credit and non-credit programs which may have special significance to civic groups, community organizations, public and private agencies seeking solutions to important community problems.
7. Assist in the development of sound community relations between C.L.L. and the metropolitan community especially in the core of the city of Detroit - this includes articulation and interpretation of C.L.L programs and services through the media, conferences, scholarly journals and publications, community group or agency sponsored meetings, public meetings, and by maintaining a close working relationship with key metropolitan interest groups.

JOB DESCRIPTION

Director of Community Services

Page #2

8. Develop plans for increased participation of students within C.L.L. and other W.S.U. schools and colleges in meaningful community service project as an ongoing, complimentary part of their program of studies.
9. Supervise and direct staff and/or units of C.L.L. as assigned by the Dean of C.L.L.

February 27, 1970

Mr. Barth Bartley, Manager  
Win Program  
2539 Woodward Avenue, 10th Floor  
Detroit, Michigan 48201

Dear Mr. Bartley:

First, I wish to thank you and your wonderful program for giving me and others the opportunity to become self supporting.

I've learned much as a student of the Clerical Training Program at Wayne State University and I've implemented this training on my job with the Archdiocese of Detroit, Human Relations Division. To better relate this fact, I am enclosing a copy of a letter written by Mr. David Rambeau, my boss, relative to your program and my performances.

Again let me specify my gratifications to you and your program.

Sincerely yours,

*Muriel Frost*

Muriel Frost  
13570 Turner  
Detroit, Michigan 48238

Encl:

WAYNE STATE UNIVERSITY

MEMORANDUM

SUBJECT: TENURE FOR HARTFORD SMITH IN THE SCHOOL OF SOCIAL WORK

FROM: Leonard O. Roellig, Dean of Academic Administration

TO: Sidney Dillick, Dean, School of Social Work

EXT. 7-2202

DATE: June 23, 1972

This is in reference to Provost Bohm's telephone conversation with you yesterday concerning the granting of tenure to Hartford Smith in the School of Social Work. It is my understanding that you are most willing to recommend that he receive tenure in the School of Social Work, provided that, if he should return, money would be allocated to its budget to cover his compensation.

I wish to assure you that Provost Bohm and I have agreed that in the event Hartford Smith returns as a full-time faculty member in the School of Social Work, his compensation as of the date of transfer will be added to the personnel budget of the School of Social Work.

Additional compensation due to promotion and salary increases while he is assigned full time to the School of Social work will, of course, be treated in the same manner as other members of the faculty in the School.

mlp

cc: Henry V. Bohm  
Benjamin W. Jordan  
William M. Borgman

*Leonard O. Roellig*



# WAYNE STATE UNIVERSITY

COLLEGE OF LIFELONG LEARNING

DETROIT, MICHIGAN 48202

AREA CODE 313. 577-4675

OFFICE OF THE DEAN

*file*

May 22, 1975

Mr. Hartford Smith, Jr.  
Community Services  
College of Lifelong Learning  
300 CLL Bldg.  
CAMPUS

Dear Mr. Smith:

Although it may seem somewhat presumptuous (and, perhaps, disconcertingly formal) I should like to extend my thanks to you for your service on, and contributions to, the Committee on Committees which created the instrument by which the General Assembly has agreed to govern itself in the future. We have shared a considerable frustration in the "perfection" of what we all realize to be a less than perfect vehicle and should also share a certain amount of satisfaction in getting it done at all. The General Assembly is certainly indebted to you for the work, and time consuming attention, which went into its by-laws. My apologies for what turns out to be a kind of form letter. A defective imagination and the exigencies of time have militated against an "original" for each of you who served on the committee.

Sincerely,

*William C. Hilton*

William C. Hilton  
Chairman, General Assembly

WCH:meb

cc: Ben W. Jordan, Dean



October 10, 1989

Professor Hartford Smith  
School of Social Work  
310 Cohn  
CAMPUS

Dear Professor Smith:

I am enclosing a copy of a recent letter I have written to Judy Sylvester who wrote so enthusiastically about your teaching. While some response about good teaching from students to their professors is common, letters to the president are not. You must therefore have had a very profound effect on Ms. Sylvester. I congratulate you on the fine teaching that you offered her.

sincerely,

A handwritten signature in black ink that appears to read "David Adamany".

David Adamany  
President

plw  
8372p

Enclosure



October 10, 1989

Ms. Judith E. Sylvester  
8325 Butler Court  
Onsted, MI 49265

Dear Ms. Sylvester:

I am responding very belatedly to your letter of July 13, 1989. My delay does not suggest any lack of gratitude on my part for your care in singling out professors who were especially helpful to you.

Your letter was very thoughtful, going into some detail about the teaching techniques of Professors Maryann Mahaffey and Hartford Smith that helped you. This careful description goes well beyond a simple endorsement and reflects your own attentiveness to methods of teaching.

We often receive complaints about service or teaching in the University. Few students who benefit from an excellent education here take a moment to write about their experience. Your letter is therefore especially welcome.

I know that you have sent copies of your letter to Professors Mahaffey and Smith. I am taking the liberty to also write them in response to your letter.

Thank you again for a very thoughtful letter that recognizes and also encourages good teaching at Wayne State University.

Sincerely,  
  
David Adamany  
President

plw  
8371p

pc: Professor Maryann Mahaffey  
Professor Hartford Smith

PROBATE COURT  
JUVENILE DIVISION  
WAYNE COUNTY, MICHIGAN

JAMES H. LINCOLN  
JUDGE

1025 E. FOREST AVENUE

DETROIT 7, MICH.

December 13, 1967

Dr. Sidney Dillick, Dean  
Wayne State University  
School of Social Work  
Detroit, Michigan 48202

Re: Hartford Smith

Dear Dean Dillick:

ACC.

I have known Hartford Smith since August, 1965 when he was assigned by the State Department of Social Services to Detroit, to be in charge of processing Intake for the commitment of juveniles to State Training Schools. In other words, the Juvenile Court of Wayne County has, in fact, become an Intake for 40% of all commitments to Training Schools in the State of Michigan. His offices are here at the Juvenile Court and, thus, I have had an opportunity to observe him closely over a considerable period of time. We confer together concerning cases fairly regularly.

Mr. Smith has the talent and understanding to go far in his chosen field. He will continue to advance and some day he will be at, or near, the top. Actually, luck, as well as talent, plays a part in promotion. He has the ability and the determination. PUG !

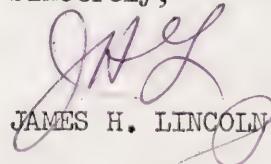
Now, I have never thought of him in the role of a teacher until I received your letter. Actually, Mr. Smith is more accurate in his judgment than most of the graduates that are being produced by the Schools of Social Work. He is in a position where his judgment is being tried by fire and perhaps this makes him more reserved than he would be otherwise. He must maintain a good batting average of placing boys in the right institutions and the right programs - otherwise, he fails at his job.

JHL

If he can transmit his judgment and knowledge to the students, he will be second to none of your instructors. With all due respect to your instructors, there are probably only a limited number of them who could handle Mr. Smith's position with the same degree of success.

I would certainly recommend him for a faculty position in the School of Social Work. He has all the qualifications. Besides, this man is most apt to go places and some of his students will undoubtedly end up working under him. They might as well get used to him.

Sincerely,



JAMES H. LINCOLN - JUDGE OF PROBATE  
JUVENILE DIVISION

MICHIGAN STATE UNIVERSITY EAST LANSING, MICHIGAN 48823

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CLIFTON R. WHARTON, JR. • PRESIDENT

April 12, 1971

Dear Mr. Smith:

Congratulations on your recent appointment as vice chairman of the youth parole and review board of the office of Youth Services.

You bring a wealth of experience to your new position and will have the opportunity to make a much needed contribution in a most critical area.

Every good wish.

Sincerely,



Clifton R. Wharton, Jr.  
President

Mr. Hartford Smith  
Vice Chairman  
Youth Parole and Review Board  
Michigan Department of Social Services  
Lansing, Michigan

CRW:ec

# City of Detroit

OFFICE OF THE CITY CLERK

GEORGE C. EDWARDS  
City Clerk

JAMES JACKSON, JR.  
Deputy City Clerk

February 21, 1972

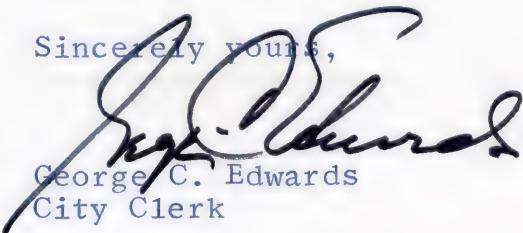
Mr. Hartford Smith  
3485 Cambridge Avenue  
Detroit, Michigan 48221

Dear Mr. Smith:

Please excuse me for writing you a second letter of congratulations on your appointment to the Detroit Youth Board, effective January 1, 1972. I am sure that you have been advised by the newspapers that I requested a formal opinion from the Corporation Counsel of the City of Detroit relative to residency requirements for all Detroit boards and commissions. As of last Friday I received that opinion.

According to the above-mentioned opinion, it is not a prerequisite of your office that you maintain residency within the Corporate limits of the City of Detroit. Accordingly, if you will call at my office at your earliest convenience, I would look forward to swearing you into office and at the same time you may sign the Oath of Office and performance bond as required by the City Charter.

Sincerely yours,

  
George C. Edwards  
City Clerk

GCE:1f

# ① Define Community Services

(A) State Dept. of Ed.  
State Bd. of Ed  
HEA  
Governs program  
priorities

## ② JOB DESCRIPTION

Director of Community Services, College of Lifelong Learning \*

In general, the main role and function of the Director of Community Services is to help to keep the College of Lifelong Learning Programs sensitive to the community service needs of Metropolitan Detroit and Southeastern Michigan through collaboration and consultation with all units having program responsibility within the College of Lifelong Learning, and by working closely with the public and private sector to assess continuing educational needs of agency staff and clientele primarily involved in community service projects and community problem solving.

Administratively, this officer shall report directly to the Dean of the College of Lifelong Learning and perform the following specific duties:

1. Make ongoing reports and recommendations to the Dean regarding the quantity, quality and overall effectiveness of community service programs and project operations in C.L.L. *Eval. Role*
2. Assist the Dean, Administrative Staff and Faculty of C.L.L. in the identification and procurement of funding and resources for the development and maintenance of effective community service programs within C.L.L. *Proj. Dev. Role*
3. Provide major assistance to the Dean's office in the coordination and evaluation of community service programs and projects conducted throughout the C.L.L. *Eval. Role*
4. Assist the Dean, Staff and Faculty of C.L.L. to design and develop appropriate experimental, demonstration, as well as ongoing community service projects and programs within the C.L.L. *Planning Role*



5. Acts as a liaison from C.L.L. to consult, collaborate and cooperate with existing university divisions, departments and colleges, regarding community service programs and projects and to perform a similar function with other colleges, universities, and institutions to promote greater multi-institutional cooperation in the community service area.
6. Collaborate with the Dean of C.L.L. or designated staff on designing innovative credit and non-credit programs which may have special significance to civic groups, community organizations, public and private agencies seeking solutions to important community problems.
7. Assist in the development of sound community relations between C.L.L. and the metropolitan community especially in the core of the city of Detroit - this includes articulation and interpretation of C.L.L. programs and services through the media, conferences, scholarly journals and publications, community group or agency sponsored meetings, public meetings, and by maintaining a close working relationship with key metropolitan interest groups.
8. Develop plans for increased participation of students within C.L.L. and other W.S.U. schools and colleges in meaningful community service project as an ongoing, complimentary part of their program of studies.
9. Supervise and direct staff and/or units of C.L.L. as assigned by the Dean of C.L.L.

CEC. Funding  
Policy

## INFORMATION REQUIRED BY THE SABBATICAL LEAVES COMMITTEE

Please confine your answers to the space provided; any supporting materials may be attached. Please append your curriculum vitae and these pages to the Application for Sabbatical Leave of Absence. If you have been awarded a previous Sabbatical Leave at Wayne State University, please include a copy of the written report that was filed which indicated the extent to which the purposes of that leave were achieved. If the previous report was an extensive report, please provide a one or two page summary.

1. Please give a brief statement of your project. Include in the statement (1) a summary of the present state of knowledge in the area of your project (if applicable), (2) the methods you propose to employ, and (3) the contribution you expect to make in this field.

During the decade of the 1980's, the interrelated social problems of increasing high school dropouts, youth crime and youth homicide reached crisis proportion within predominantly black urban neighborhoods and communities. The juvenile justice system was overwhelmed and could not adequately respond. As a result, the general American public has challenged governmental officials, criminal justice personnel, institutions of higher education, local community leaders, organizations and agencies to develop alternative intervention strategies to ameliorate and reverse these destructive trends. This has led to an increasing awareness of the need to develop experimental intervention models that enhance the "empowerment" potential of local community groups, leaders, agencies and institutions to impact more significantly on the social and economic factors associated with the rise of the above-stated social problems.

"Community empowerment" is a way that people, organizations and communities gain mastery over their lives. Both the empowerment process and the establishment of empowerment goals and collaborative strategies are central features of Social Work theory and professional practice within Schools of Social Work nationwide. The Wayne State University School of Social Work's mission statement clearly reflects the importance of "Community Empowerment" in the training and development of graduate and undergraduate students.

As a result of factors discussed above, in 1987 the School of Social Work and the University allowed me to initiate an experimental community empowerment project jointly with a private foundation called the "I Have A Dream Foundation." This project engaged 79 students from the Detroit public schools and over 30 graduate and undergraduate students from the School of Social Work in a demonstration model designed to impact on the social problems stated above. At the present time, preliminary findings seem to indicate significant impact on the problems. I now need a sabbatical leave to improve, clarify, design and develop additional effective evaluation strategies to more clearly explicate the reasons for the success or failure of participants.



Wayne State University  
School of Social Work

Office of the Dean  
Detroit, Michigan 48202

November 19, 1996

Mr. Hartford Smith  
3485 Cambridge Road  
Detroit, MI 48221

*Hartford*  
Dear Mr. Smith:

I am pleased to inform you that you have been awarded a salary adjustment of \$500.00 from the President/Deans Salary Program. This award recognizes your outstanding contributions in teaching during academic year 1995-96.

Sincerely,

*Leon W. Chestang*  
Leon W. Chestang  
Dean

**Scanned from the Hartford Smith, Jr. collection at the  
Wisconsin Center for Film and Theater Research,  
with support from Stephen P. Jarchow.**



<http://wcftr.commarts.wisc.edu>